

## Facilities Description

All facilities mentioned in this packet of information are owned and operated by Columbia County and are intended to offer quality venues at competitive prices. All sites can be used for different types of events from wedding receptions to trade shows. If you plan to utilize a particular facility for an event not mentioned, please discuss your ideas with the sales staff to make it happen.

**Savannah Rapids Pavilion** is a newly renovated 25,000 square foot multi-purpose banquet and meeting facility capable of accommodating groups that range in size from 12 occupants in one room to 750 if you rent the entire building. The Savannah Rapids Pavilion sits on an 80-foot bluff overlooking the Savannah River offering its clientele the feeling of being in a relaxing, park-like setting.

**Historic Canal Headgates Buildings** are situated along the banks of the Augusta Canal at the Headgates. It shares its 33 acre park with the Savannah Rapids Pavilion. The Dance Pavilion, Dining Hall and the BBQ Pit have been utilized for recreational purposes since the 1880's. They are the perfect site for weddings, receptions or family reunions. Even in the middle of summer, the river breezes keep this area comfortable for any type of event.

**Jabez S. Hardin Performing Arts Center** is located within the Columbia County Public Library and has fixed theater style seating for nearly 300 people. This facility offers state-of-the-art lighting and sound equipment for a professional performance. Four adjacent rooms can be used for dressing rooms or meeting space.

**Columbia County Amphitheater** overlooks a man-made pond with a 12 foot water feature. This is ideal for outdoor productions with total seating for nearly 1,000 patrons. Reasonably priced, the amphitheater offers an alternative for any size budget.

**Memorial Gardens** lush grassy area is situated between the Columbia County Public Library and the Amphitheater. A playground and concession building lie adjacent to the Memorial Gardens. Pitch a tent on the green to hold any type of event.

**Eubank Blanchard Center** is located on an eight-acre park in the Phinizy Community near Appling. This ski-lodge type atmosphere offers a full commercial kitchen, including an ice machine and a community room with an electric fireplace. Tables and chairs are available to accommodate approx. 50-75 people for any type of event. This facility can be rented on an hourly basis or for a full day. A recently constructed open air pavilion allows the renter to expand their event outdoors.

**Reed Creek Interpretive Park** is easily accessible off Fury's Ferry Road in Martinez, GA. This is a small community room perfect for small groups of about 30 people. Located overlooking an active wetlands habitat, you will enjoy walking on the raised boardwalk and experiencing nature at its best.

**Evans Town Center Field** is presently an undeveloped 15 acre field, used as a passive recreation area. It can be rented for groups planning events like festivals, etc. No restroom facilities or water are available and electricity is very limited.

No weekend tours are offered as most facilities are in use on those dates.

Walk-ins are welcome: Monday – Friday 2:30pm – 4:30pm

For all other days, please call ahead to schedule your tour. 706.868.3349

**Coming in the spring of 2010 – Columbia County's newest facility.**

***The Multi-Purpose Center will be located at the Columbia County Fairgrounds and will accommodate the largest number of patrons of any existing facility. Ask for more details.***

## Rental Procedures

All agreements are between the Renter and Rental Facilities & Venues Department. Any failure by a renter to comply with all of our guidelines will result in loss of all or a portion of the damage deposit. We strongly suggest that you, the renter, make yourself and any one else helping you, very familiar with all the rules and regulations contained in this information packet.

- A signed Rental Contract and 50% of room rental fee are required to guarantee a room and date\*.
- Some facilities do not have established time minimums; however the rates for SRP, PAC, and the EB are designed for specified time frames. If additional time is required beyond the specified time, there is an extra fee charged for each additional hour.
- The remaining rental balance, damage deposit, and miscellaneous charges are due 60 days prior to the event date.
- A 10% penalty fee will be incurred if final payment is not received before the 60 day required deadline.
- Damage deposit refund will be processed when the Rental Facilities & Venues staff has confirmed that all contractual requirements have been fulfilled. A check-out sheet must be completed and signed by the Manager on Duty before leaving the facility.
- Refund of damage deposit will be issued by Columbia County Finance Department and received approximately 10 - 14 business days after function date.
- Renter doing a self cater must receive special permission for groups over 250 people.
- No props, decorations, linens, or any other item used for an event will be delivered early or stored after an event.
- Items left behind are not the responsibility of RF&V staff.
- ***Alcohol consumption may require a permit; RF&V staff can assist in determining your needs. Deputies are required at all events serving alcohol. All deputies are to be paid by the renter. Scheduling of the deputies is handled by RF&V Sales Office. Large events may require more than one deputy.***

\* Full payment of fees may be required at booking depending on date of event.

### Reasons for forfeiture of damage deposit

- Breakage, damage, and/or loss of items from kitchen or facility.
- Entry before specified rental time, departure after rental time.
- Violation of rules by renter or vendors contracted by renter.
- Destruction of facility or property of Columbia County.
- Failure to check out with the Manager on Duty.
- False fire alarm pulled by a guest of an event.
- Misrepresentation of use of facility.
- Any damage or vandalism done to the water feature in the lobby of SRP.

### Cancellation Policies

#### **Savannah Rapids Pavilion and Performing Arts Center**

Renter is held to all requirements regardless of the date of signature or event date.

• **Cancellation must always be presented in writing by the renter.**

• Contract may be voided if done by 5pm on the following business day after initial signing of the contract.

• **If it is: (Regardless of date of contract signing)**

120 days or more before event: Full refund of all monies paid, minus any admin. fees.

119-60 days before event: You will lose the deposit paid to hold the room/date.

Less than 60 days before event\*. You will lose the entire rental fee. Kitchen usage fee and damage deposit will be returned if paid.

The event date can be changed one time if the date is more than 120 days away.

If the date is changed and then cancelled the cancellation policy is null. No refund of any portion of the rental is returned. Only the damage deposit and kitchen usage fee is refunded.

*\*Emergency Military Deployment will exempt renter from cancellation penalties except the Admin. Fee.*

Corporate functions (Mon-Fri, 8am-5pm) must be cancelled at least 1 week prior to event date to avoid the loss of the rental fee. For functions booked more than 3 consecutive days, cancellation must be 30 days prior.

**A \$25.00 administrative fee will be charged on all cancellations.**

### **Canal Headgates Historic Buildings and Columbia County Amphitheater**

• *All cancellations must be made in writing by the renter.*

• *Contract may be voided if done within 24 hours of initial signing.*

• *If event is more than 6 days away, no penalty other than a \$25 administrative fee is charged.*

• *If event is less than 6 days away, renter is responsible for the rental fee only, no additional fees will be charged.*

• *If renter is a no-show, only the damage deposit will be refunded.*

*\*\*If the renter has a double reservation (SRP and Canal Headgates) the renter is held to the SRP Policies.*

• **A \$25 administrative fee will be charged on all cancellations.**

### **Eubank Blanchard Center**

• *Cancellation must be made in writing by the renter.*

• *Contract may be voided if done within 24 hours of initial signing.*

• *If event is more than 30 days away, full refund of deposit.*

• *If event is less than 30, loss of entire rental fee.*

• **A \$25.00 administrative fee will be charged on all cancellations.**

### **Memorial Gardens/ Evans Town Center Field**

• *Cancellation must be made in writing by the renter.*

• *Cancellations made more than 2 business days prior to event, only loss of \$25 administrative fee.*

• *Cancellations made less than 2 business days prior will result in loss of rental fee and staff fees, if applicable.*

• *If the lawn was mowed at renter's request, total loss of rental fee for any cancellation, no matter when the event was scheduled.*

• **A \$25.00 administrative fee will be charged on all cancellations.**

## **House Rules and Regulations**

1. *All of the facilities in this booklet are owned and operated by Columbia County and are non-smoking facilities. Only the outdoor facilities allow smoking.*

2. The Savannah Rapids Pavilion, the Canal Headgates Buildings and the Performing Arts Center are multi-purpose facilities that can accommodate more than one group at a time. Rarely is there only one group in a facility.

3. In all cases, the last hour of rental is always to be used as your clean up time. This IS part of your allotted rental time.

4. All rentals are consecutive hours, each location offers different time frames but no rental is allowed to be broken up.

5. Birthday parties for ages 14-21 are required to have a deputy assigned, per the Sheriff's Department. RF&V staff will schedule the deputy for the client. The client pays the deputy on the day of the event. Depending on the size of the event, more than one deputy may be required.

6. Entry time and rental time are the same. Staff will be scheduled according to the times stipulated on your rental contract. All vendors must adhere to renter's specified times; no changes will be made without renter's knowledge and consent. Additional time may be purchased in advance for earlier entry.

7. All Public Events/Trade Show type events will be charged the banquet rate no matter what time or day of the week.

8. Only groups that have booked the entire facility will have exclusive use of that facility.

9. **Most events have music. Only rental of the entire top floor entitles renter to contract with a band. A decibel reader will be used to determine whether or not the noise levels are acceptable if there are complaints.**

10. Unless one group rents the entire top floor of the Savannah Rapids Pavilion, the kitchen will be shared. Loblolly Pine rental offers exclusive use of its kitchen, Red Cedar Room offers no kitchen facilities. Only a sink and small prep area are available in the Dining Hall of the Historic Canal Headgates Buildings.

11. No kitchen or ice is available in the Jabez S. Hardin Performing Arts Center, Reed Creek or the Canal Headgates.

12. It is understood that daytime (Mon-Fri) events held during business hours, will have moderate noise levels. If your group has something different in mind, please describe your plans when booking.

13. If your group makes it impossible for other groups to conduct their meeting, you will be asked one time to stop the disruptive behavior. If the disruptive behavior continues, your group will forfeit all rental fees and be asked to leave the building immediately.

14. Any rude or offensive behavior by a guest could result in your event being stopped.

15. Air horns, noisemakers, etc., are strictly prohibited unless the entire building is held by one client.

16. Confetti, glitter, flower petals and any mylar shapes are not allowed. Birdseed and eco-friendly rice can be thrown outside of the facility.

17. No sparklers or any fireworks are allowed on Col. Cty. Property.

18. All parking is first-come first-serve. No parking spots will be reserved.

19. Clients bringing in staging or portable dance floors must keep in mind that they must be removed from the facility during the clean up hour on the rental date.

20. Weddings are allowed to be conducted on the upper deck if a portion of the SRP is rented, only with permission from the management; however, no chairs will be used.

21. Rehearsal time is offered when available. One hour is offered prior to the scheduled event date. Any available room or date may be offered. Blocking a specific room without a contract and payment is not permitted.

The decks are always public access. Furniture or grills are not allowed on the decks.

Any floor plan changes within 48 hours of the event will be made by the client.

### ***Kitchen Usage Rules of Responsibility***

#### **Savannah Rapids Pavilion: Upper level kitchen only**

1. Usage of the upper level kitchen is only allowed when the renter pays a \$100 kitchen usage

fee.

2. *Payment of the usage fee does not automatically insure exclusive use; there could be two clients with kitchen access.*
3. *Damage deposit deductions will occur if all clean up requirements are not met.*
4. *A Check-out sheet must be completed to assure refund of the damage deposit.*
5. *Only china, stemware and flatware for 425 people are included in the fee. A coffee urn may be checked out at no additional fee.*

**Items not included are: serving utensils, water pitchers, salt n pepper shakers, linens, chafing dishes, sterno or any other supplies.**

**Other items not included are: Dishwashing detergent, paper towels, spot holders, or cleaning solutions.**

**Grand Rapids Room is entitled to place settings for up to 300.**

**Combination Room is entitled to place settings for up to 125.**

6. *Children under the age of 16 are not allowed in the kitchen.*
7. *Leave the mopping until the end of the check out time, floors must be clean before departure.*
8. *Load-in, set up and clean up are to be done during the specified rental time. Any additional time may be rented on an hourly basis.*
9. *All trash generated must be taken to the dumpster at the end of the rental.*
10. *All self caterers are to adhere to rules, the same as a professional caterer.*

#### **Kitchen Clean Up Requirements**

#### **Savannah Rapids Pavilion – (Professional and non-professional caterers) (Both levels)**

1. *All counters, appliances and sinks must be wiped down.*
2. *Refrigerator must be emptied.*
3. *Floor must be swept and mopped.*
4. *All trash must be taken to the dumpster.*
5. *If the bar is used, it must be wiped down and it must be left dry.*
6. *If the deep fryer is used (SRP upper level), all oil is removed and fryer is boiled out.*

#### **Eubank Blanchard Center kitchen**

*All counters, appliances and sinks must be wiped down.*

*All floors must be swept.*

*Refrigerator must be emptied.*

*All trash must be removed and taken to the dumpster.*

#### **Jabez S. Hardin PAC**

*No kitchen facilities are offered. Caterers are responsible for removing any items left behind during the last hour of rental.*

*If the meal was dropped off, the renter is responsible for removing all debris to the dumpster.*

#### **Canal Headgates Buildings**

*No kitchen facilities are offered, only a small prep area and a sink. Caterers are responsible for removing any items left behind during the last hour of rental. No audio visual equipment is offered with the rental of any of the outdoor buildings.*

#### **Florist Rules**

- *Delivery and pick up must be done during the specified rental time as dictated by the renter.*
- *In all cases, the florist is responsible for cleaning up any debris left during the delivery or construction of arrangements.*
- *Removal of any pots, plants or any other props is required on the day of the*

event, during the last hour of rental. No items will be stored.

### **DJ/Band Rules**

**Only groups renting the entire upper level may use a band.**

- *Delivery and pick up must be done during the specified rental time as dictated by the renter.*
- *Any mess made during the set up or load in is the responsibility of the band/DJ.*
- *If the noise level makes it impossible for other parties to co-exist, you will be asked to turn it down. If the level remains too high, your music will be stopped without refund.*
- *All break-down must occur during the last hour of rental.*
- *A pig tail adapter can be rented for \$35 if needed.*

### **Bartender's Rules**

- *Delivery and pick up must be done during the specified rental time as dictated by the renter.*
- *When using a refrigerated tap, please monitor the drip bucket to avoid spills.*
- *SRP will provide mats to be placed at the bar area to avoid spilling on the floor.*
- *No SRP glassware is allowed to be dispensed from the bar, plastic must be used, or rentals brought in.*
- *Using the Banquet Coordinator's desk at the PAC as a bar is not allowed.*
- *Ice is only offered at SRP for use on the bar.*
- *All clean-up and trash removal of the bar area is done by the bartending staff unless other arrangements have been made.*

### **Additional Hours Calculation**

**Additional hours can only be added to a 12 hour rental.**

*Each additional hour will be calculated at 10% of the rental fee per hour.*

*Example: If your rental fee is \$1,000 your hourly rate is \$100.*

**Standard Clean Up Requirements**  
**All facilities**

**All clean up is done during the last hour of rental**

- *The renter is responsible for cleaning up the room that was used.*
- *All debris larger than a dime must be removed from the floor to allow for vacuuming by the janitorial service.*
- *Any trash generated by the event must be taken to the dumpster on site.*
- *Any decorations must be taken down and removed from the building.*
- *Any staging, drapes, audio visual equipment, etc., is to be removed from the building during the last hour of rental.*
- *If your set up was more extensive than most, you may need to end your event more than 60 minutes prior to the end of rental to accomplish a complete clean up/breakdown.*

**Decorating Do's and Don'ts**

**Nothing causing permanent damage may be used in any facility.**  
***All decorating must be done during the specified rental time on event day.***

1. *Candles are allowed, but must be enclosed in glass.*  
*For example: votive candles, floating candles, etc.*  
*Flames must burn below the rim of the enclosure.*
2. Candelabras may be lit for ceremonies only. Smoke-less, drip-less chase candles must be used. Unity candles may only be lit during ceremonies; they also must be smokeless and drip-less.
3. Nothing can be hung from sprinkler piping.
4. Pyrotechnics are strictly prohibited at all facilities. No hay or straw is allowed inside any facility.
5. No nails, staples or tacks can be used. Blue masking tape is allowed on the walls but must be removed carefully. Push pins are allowed only along the top ledge of window trim; not on the face. Poster putty can be used only on walls, not on chairs.
6. **Confetti, glitter, silly string or similar items are strictly prohibited.** Any item that is "sprinkled" on tables must get prior approval before use. Fog machines are only allowed at outdoor facilities.
7. Birdseed or ecology safe rice is allowed but must only be thrown outside of the building.
8. Bubbles are strictly prohibited inside Savannah Rapids Pavilion.
9. All decorations must be removed during the last hour of rental. Nothing may be left behind for pick up at a later time.
10. Floors must be left in a vacuum-able condition. Anything larger than a dime must be swept up, by the renter, during the last hour of rental.  
RF&V staff is not responsible for items left behind or lost.

**Canal Headgates/Amphitheater/Memorial Gardens/Concession Area**

- *All set up is done during the rental time specified by the renter.*
- *Removal of any decorations, audio visual or any other items used for the event.*
- *Trash must be taken to the dumpster on site.*
- *If you've rented the concession area, all appliances must be cleaned with soap, rinsed and dried, before being put back together.*
- *Any trash from the concession must be taken to the dumpster.*
- *A clean up fee is charged prior to each rental, policing the entire grassy area, including the stage will ensure the return of the clean up fee.*

## Capacity Estimations

Savannah Rapids Pavilion			
Rooms	Stand Up Rec.	Buffet	Plated
White Oak	70	64	72
Sycamore	40	32	40
Red Cedar	50	48	N/A
Loblolly Pine	165	150	175
Elm	N/A	N/A	N/A
Combo	150	100	150
Grand Rapids Room	280	224	250
Grand Rapids Ballroom	450	375	400
Performing Arts Center			
Rooms A, B, C and D	35-40	21-28	35
B & C Combined	100	56	63
Canal Headgates Buildings			
Dance Pavilion	100	80	N/A
Dining Hall	N/A	80	80
Other facilities offered			
Eubank Blanchard Center	75	64	72
Amphitheater	750	500*	500*
Memorial Garden Lawn	1000	550*	550*

\*An outside vendor must be hired to provide any tables and chairs for these areas.

\*\*Capacity estimations change according to other items placed in the room.

## Savannah Rapids Pavilion

### Rental Rates\*

\*These rates were approved in June of 2009 by the BOC.  
SRP offers a 20% Non-Profit discount from Sun – Wed.

	Damage Deposit	Rental Fees – After 5pm		
	(refundable)	12 hours		
Entire Building	\$500	\$2,700		
Grand Rapids Ballroom	\$500	\$2,000 On Saturdays incl. kitchen		
Sunday - Friday				
		6 hours	9 hours	12 hours
Grand Rapids Ballroom *	\$500	\$1,100	\$1,400	\$1,600
Grand Rapids Room *	\$350	\$875	\$1,125	\$1,250
Combination Room *	\$250	\$450	\$540	\$625
White Oak Room *	\$150	\$300	\$400	\$450
Sycamore Room *	\$100	\$150	\$165	\$175
Loblolly Pine Room	\$200	\$450	\$540	\$625
Red Cedar Room	\$100	\$225	\$260	\$300

\* Kitchen usage fee (\$100) applies only when utilizing upper level kitchen.

Any client wishing to use a band must rent either the Grand Rapids Ballroom or an outdoor facility.  
DJ's are allowed in the smaller rooms.



## Canal Headgates Buildings Usage Fees and Policies

**Dance Pavilion, Dining Hall and the Barbecue Pit can be rented separately or together.**

### Full day fee

<b>Dance Pavilion</b>	<b>\$150.00</b>	<b>Dance Pavilion &amp; Dining Hall only</b>	<b>\$175.00</b>
<b>Dining Hall</b>	<b>\$100.00</b>	<b>All Three (DP/DH/BBQ Pit)</b>	<b>\$225.00</b>
<b>- Use of only the barbecue pit is not offered -</b>			

### Additional Fees:

<b>Hourly staff person</b>	<b>\$ 12.50 per hour</b>
<b>Setup of tables and chairs</b>	<b>\$ 35.00</b>
<b>BBQ Pit Cleaning fee</b>	<b>\$ 35.00 (if used)</b>
<b>Refundable Damage Deposit</b>	<b>\$ 100.00</b>

**Fees are calculated by totaling full day fee, plus total hours on site (staff fee), plus set up fee, plus damage deposit.**

**50% of the full day fee is required to hold a date. Remaining balance is due 60 days prior to event. The staff person assigned to oversee events will have access to a golf car. This car is NOT for use by the renter. If a person is handicapped they may be taken to the facility rented as a courtesy.**

The golf car has a weight limit of 500 lbs. total.

25.00 administrative fee will be charged on all cancellations.

Cancellations less than 6 days prior to the rental date will result in a full loss of rental fees.

Nails, tacks, nails or staples are allowed in any of the historic structures.

Confetti, confetti, glitter or silly string may be used.

## Eubank Blanchard Center Rental Policies and Rates

### Rental Rates:

\$30.00 per hour or \$250.00 per day (12 hours)  
\$100.00 damage deposit (Refundable)

### Policies:

- All standard usage and clean up policies apply to this facility.
- If alcohol is served, a deputy is required. RF&V staff will schedule a deputy to attend from beginning of event through the cleanup.
- Renter is responsible for set up of tables and chairs.
- Clean up is required by the renter during the last hour of rental.
- Keys are not given out to clients; a Banquet Coordinator will arrive at your pre-set beginning time to gain access to the facility. At the ending time, he will return to do an inventory and check you out.
- Approx. 10-14 working days, after the event, the damage deposit will be returned to the renter in the mail.
- All standard decorating rules apply to this facility.

• A \$25.00 administrative fee will be charged on all cancellations.

### Directions from I-20

To Savannah Rapids Pavilion /Canal Headgates Buildings – Martinez, GA

**I-20 Exit #200**

**Turn right at the bottom of the ramp**

**Go to Stevens Creek Road**

**Turn Right**

**Go approx. 3.5 miles to the flashing red light**

**Turn Right on Evans to Locks Road and go to the dead end.**

Address: 3300 Evans to Locks Road, Martinez, GA 30907

Phone number at the Facility: 706.868.3349

To Jabez S. Hardin Performing Arts Center/ Col. Co. Amphitheater/  
Memorial Gardens Lawn – Evans, GA

**From Washington Road in Evans**

**Turn Right on Ronald Reagan Drive**

**Turn Left on to Evans Town Center Blvd.**

**Turn Left into parking lot of Columbia County Public Library**

**The Performing Arts Center is within the Library building.**

Address: 7022 Evans Town Center Blvd., Evans, GA 30809

Phone number at the facility: 706.447.7652

To Eubank Blanchard Center – Appling, GA

**Beginning at Washington Road and Pollards Corner**

**Continue through the intersection and make an immediate left onto Hwy 150.**

**Travel approx. 3.5 miles and the facility will be on your left next to the walking track.**

Address: 6868 Cobb Ham Road, Appling, GA 30805

Phone number at the facility: 706.261.8015